



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, 22D SIGNAL BRIGADE
UNIT 29500
APO AE 09175-9500

AETV-SBH-CO

12 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 5, Leaves and Passes

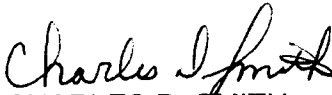
1. References: AR 600-8-10, Leaves and Passes, 31 July 2003.
2. Soldiers will use the DA Form 31 when requesting leaves/passes.
 - a. Soldiers will submit leave/pass request NLT 45 days prior to PCS/ETS/Retirement through their chain of command.
 - b. Soldiers requesting normal leave/pass will submit their request through their chain of command and will be submitted to the company orderly room NLT 15 days prior to the start date.
3. All soldiers E6 (SSG) and below will be present and physically sign out/in on leave. Soldiers E7 (SFC) and above and personnel attached to G6, V Corps, Heidelberg will telephonically sign in and out on leave thru the Headquarters and Headquarters Company PAC NCOIC or the 22nd Signal Brigade Staff Duty after 1600 hours. Soldiers will be physically present in the local area (defined as on post, duty station or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave. If the soldiers fail to comply, they will become subject to UCMJ action. Soldiers must advise the Staff Duty or PAC NCOIC of any changes in the departure or return dates established in DA Form 31, block 10.
4. All leaves and passes will be controlled on a DA Form 4179-R (Leave Control Log) for 12 months. The PAC NCOIC will enter on the leave form their signature, the time, date and control number of the soldier requesting to begin or end their leave. Soldiers failing to end their leave on the designated ending date will be charged leave until he/she reports or contacts the chain of command or requests an extension of leave. Soldiers failing to report after 24 hours are considered AWOL and will be subject to UCMJ action.
5. Soldiers who have incorrect chargeable leave posted to their LES will follow the rules for correcting chargeable leave in AR 600-8-10, Chapter 12-26, Table 12-13.
6. All personnel will submit the attached leave request form and the latest LES with leave forms. Soldiers requesting excess leave will be approved by the company commander on a case by case basis.

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7. No soldier will purchase tickets or make travel arrangements until a DA Form 31 has been approved by the supervisor and the company commander.

8. EAGER ELITES!


CHARLES D. SMITH
CPT, SC
Commanding

Distribution:

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